



2013 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Solicitation

I. INTRODUCTION

The Edward Byrne Memorial Justice Assistance Grant (“JAG”) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (“LLEBG”) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are most needed.

2013 Edward Byrne Memorial Justice Assistance Grant Program

Applicants must be registered with Egrants no later than August 1, 2012.

All applications are due by 11:59 pm EST on August 15, 2012.

See “Deadlines: Registration and Application” on page 3.

Late or incomplete applications will not be accepted.

Award Period: January 1, 2013 – December 31, 2013

For technical assistance with submitting an application, contact the Egrants Help Desk at CJIHelpDesk@cji.in.gov or by calling ICJI at 317-232-1233.

For questions regarding this solicitation, contact:

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II. PURPOSE OF THE GRANT

The JAG Program provides funding to assist state and units of local government in developing and implementing programs, activities and technologies to prevent and control crime and improve the criminal justice system resulting in a lasting impact for the state of Indiana.

A. Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, information systems for criminal justice, and criminal justice related research and evaluation activities that will improve or enhance:

- A. Law enforcement programs.
- B. Prosecution and court programs.
- C. Prevention and education programs.
- D. Corrections and community corrections programs.
- E. Drug treatment and enforcement programs.
- F. Planning, evaluation, and technology improvement programs.
- G. Crime victim and witness programs (other than compensation).

B. Priority Areas

Priority areas for local and state applicants are identified in the lists below. Additional points will be awarded to proposals that specifically comply with a priority funding area. Programs that select a priority area that, upon review, do not fully comply with the description will not receive priority.

LOCAL Applicant Priority Funding Areas

1. **Multi-jurisdictional Task Forces and Interdiction Teams** with a collaborative and comprehensive strategy that includes: undercover investigation, direction and control of confidential informants, interdiction efforts, and prosecutorial support.
2. **Re-entry and sentencing policy reform** implementation and initiatives for offenders returning from prison to local communities.
3. Program to **reduce DNA forensic casework backlogs** including forensic DNA sample turnaround time and increases in the throughput of public DNA laboratories.
4. **Prosecution** of drug and violent offenders.
5. **Juvenile Detention Alternatives Initiative** (JDAI) program advancement for projects which also support disproportionate minority contact (DMC) initiatives. Awards limited to three years and maximum award of \$50,000 for a twelve month program.
6. **Problem solving court** programs that provide comprehensive treatment services and monitoring of offenders.
7. **Indigent defense** program which includes client screening for eligibility and notification to assigned defense counsel, or a program to systematically review defense counsel for quality and efficiency established by standards. Total awards not to exceed 50,000.

STATE Applicant Priority Funding Areas (State of Indiana Agencies only)

1. **Multi-jurisdictional Task Forces and Interdiction Teams** with a collaborative and comprehensive strategy that includes: undercover investigation, direction and control of confidential informants, interdiction efforts, and prosecutorial support. Task Forces and Teams are required to include at least three jurisdictions within at least two counties.
2. **Re-entry and sentencing policy reform** implementation and initiatives for offenders returning from prison to local communities.
3. Enhancement of **state-wide criminal justice information** sharing efforts that will also advance the state's data exchange in alignment with the National Information Exchange Model (NIEM 2.0).

III. ELIGIBILITY REQUIREMENTS

State agencies, units of local government, and units of tribal governments are eligible to apply for JAG program funds. A local unit of government is defined as: a city, county, town, township, or other general purpose political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; and includes Indian tribes which perform law enforcement functions as determined by the Secretary of the Interior. A city or county jurisdiction must be the legal applicant and recipient on behalf of city and county departments.

Please note that all applicant agencies who receive current funding from any Division of the Indiana Criminal Justice Institute **must** be current on all reports related to such funding. Delinquent reports will disqualify an Applicant Agency from consideration for funding through any grant program through the Indiana Criminal Justice Institute.

A. Deadlines: Registration and Application

Applications will be submitted through Egrants at <http://egrants.cji.in.gov> by 11:59 pm on Tuesday August 15, 2012. The E-grants system is an end to end solution for the administration of grants. Everything from the grant application, reporting and fiscal draw downs will occur online within Egrants in 2012. The three step registration process which can be started by visiting <http://egrants.in.gov> and clicking on "Register." **Applicants must be fully registered with Egrants no later than August 1, 2012** to allow time for processing registrations and for access roles to be defined. Processing delays and system errors can occur and registration could take several days for first time registrants. Failure to register by August 1st will prevent applicants from obtaining proper access to the system prior to the grant application due date. ICJI recommends that you register and become familiar with the system as early as possible to prevent delays in submitting an application. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 24 hours of the deadline. Late applications or applications submitted through any means other than the Egrants system will not be scored or considered for funding.

B. DUNS Number

All applicants under this solicitation must include a Data Universal Numbering System (“DUNS”) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or apply online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

C. Central Contractor Registration (“CCR”)

In addition to the DUNS number requirement, OJP now requires that all applicants for federal financial assistance maintain current registrations in the CCR database. **This includes all subgrantees of the Indiana Criminal Justice Institute.** The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov. For assistance with CRR, please contact the CCR Help Desk or the Drug & Crime Control Division.

D. Additional Requirements by Priority Area

Multi-jurisdictional Task Forces

- A program that integrates **a minimum of three agencies in at least two Indiana counties, or the integration of at least two county task forces** and shows collaboration with state and federal law enforcement agencies for the purpose of enhancing interagency coordination and intelligence, and facilitating multi-jurisdictional investigations.
- MJTF’s must detail a comprehensive strategy that includes: undercover investigation, direction and control of confidential informants, drug interdiction efforts, and prosecutorial support.
- MJTF’s must attach to the application policies and procedures concerning task force asset forfeitures and program income.
- MJTF’s must file cases for prosecution in represented Indiana Judicial Circuits.
- No more than **20%** of JAG funds awarded to an MJTF can be used for prosecutorial-related activities.
- A Memorandum of Understanding between all participating agencies for all new or continuing grants **MUST** be submitted as an attachment with the grant application.

Multi-Jurisdictional Interdiction Teams

- A program that integrates **a minimum of three agencies in at least two Indiana counties** and shows collaboration with state and federal law enforcement agencies for the purpose of enhancing criminal interdiction efforts.
- Program must focus efforts along interstates, state highways, and hotel/motels.
- Teams must attach policies and procedures concerning the team’s asset forfeitures and program income.

- Teams must file cases for prosecution in represented Indiana Judicial Circuits.
- No more than **20%** of JAG funds awarded to the Team can be used for prosecutorial-related activities.
- A Memorandum of Understanding between all participating agencies for all new or continuing grants **MUST** be submitted as an attachment with the grant proposal form.

Drug Court Programs are required to submit the following attachments with their grant application:

- Copy of Certification as an Indiana Drug Court.
- Policies and procedures related to operation of the drug court program.
- The schedule for fees charged participants.
- Copy of all agreements with service providers working with the drug court. This is not to be limited to only substance abuse treatment providers, but should include those providing education services, job enhancement skills, individual/family behavioral counseling, etc.

Drug Prosecution Programs are required to submit the following attachments with their grant application:

- A detailed description on how “vertical prosecution” is used in the proposed program. “Vertical prosecution” refers to the concept of a single prosecutor or deputy prosecutor handling a case from initial filing to final adjudication.

IV: EVIDENCE-BASED PROGRAMS

The Indiana Criminal Justice Institute is committed to the collection and analysis of sound and relevant criminal justice data. All funding priorities should be directed to successful programs and those utilizing best practices in the criminal justice community. It is important to move toward evidence-based programs within the criminal justice community and focus funding on programs that work and produce results.

The Indiana Criminal Justice Institute considers a program and/or practice to be evidence-based when:

1. The program or practice has been evaluated and the findings published in an academic, peer-reviewed journal(s) (i.e. *Punishment & Society*, *Psychology*, *Crime & Law*, etc.) demonstrating positive results; or,
2. Effectiveness of the program or practice has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations); or,
3. The program or practice can be found on a list or registry of evaluated programs and practices (i.e. CrimeSolutions.org, NREPP.SAMHSA.gov, George Mason University’s Center for Evidence-Based Crime Policy: <http://gemini.gmu.edu/cebcp/>, etc) and is categorized as evidence-based, effective, promising, a model practice, or a best practice.

A. Best Practices Recommendations

ICJI recommends programs review the following best practices for JAG priority area programs and implement or consider these practices during program design, evaluation and implementation. Programs are also encouraged to focus on continuous improvement of the program evaluation. The Bureau of Justice Assistance (BJA) Center for Program Evaluation and Performance Measurement provides

resources for enhancing the quality of evaluations across a spectrum of criminal justice programming at <https://www.bja.gov/evaluation/index.html>.

Multi-jurisdictional Task Forces

In order for MJTFs to maintain successful management, performance, and future sustainability, research shows that MJTFs should contain the following (in addition to the required elements listed above):

- Written interagency agreements establishing broad objectives and funding methods
- Prosecutor involvement, either as the lead agency or a participant, to assist with investigations, asset forfeitures, and other legal questions
- Computerized information/intelligence databases and network systems
- Determining specific criteria describing offenses and types of offenders sought for apprehension and investigative and prosecutorial tactics
- Frequent communication between task force participants, sponsoring agencies, and outside agencies to share information and ensure goals and objectives are being met
- Promoting coordination between all local, state, and federal stakeholders within the jurisdiction to acquire resources and gain long-term acceptance of task force efforts
- Establishing a sustainable budget
- Identifying goals, objectives, and performance measures
- Monitoring and evaluation throughout the implementation process and lifetime of the task force
- Experienced leadership
- Effective asset seizure and forfeiture activities
- Technical assistance and training programs

Multi-Jurisdictional Interdiction Teams

Interdiction teams are recommended to maintain training and updated interdiction strategies so as to best adapt with the ever changing drug trafficking and conceal strategies. Common training topics include:

- Aggressive patrol/interdiction
- Roadside interviewing
- Drug recognition/impaired driver detection
- Search and seizure procedures
- Vehicle contraband concealment
- Human behavior and body language
- Developing reasonable suspicion

Examples of interdiction trainings include:

- Counter Drug/Interdiction: www.streetsoldier.net/CounerDrug.htm
- Criminal Addiction: www.criminaladdiction.com
- Desert Snow: <http://www.desertsnowtraining.com/>
- Drug Interdiction Assistance Program (DIAP): <http://www.fmcsa.dot.gov/documents/diap.pdf>
- Federal Law Enforcement Training Center: www.fletc.gov/rpi/export/drug-interdiction
- Highway Interdiction Training Specialists: <http://hits-training.com/>

- Motor Vehicle Criminal Interdiction (MVCI) Training and Intelligence Sharing Meeting:
www.mvci-association.com

Reentry Initiatives

Reentry refers to the return of offenders to the community from jail or prison. Reentry is noted as a process rather than a specific program and each element of the program should be designed to collectively address the complex reentry needs of the community in which it is based. ICJI recommends considering these best practices when modeling the program:

- New programs should focus on properly starting the reentry initiative, which includes planning, developing collaborations with stakeholders, and case management
- Conduct evaluation for the process (implementation) and the outcomes (change in recidivism, parenting)
- Design evaluations to empirically assess the program using pre and post-release evaluation tools
- Intensive services should be delivered immediately after release
- Program resources should be focused on high-risk individuals as determined by risk assessment tools
- Programs should address needs using individualized cognitive-behavioral approach and positive reinforcement strategies
- Offender should understand the program's expectations of accountability and responsibility
- Consider that gender differences affect needs and likelihood of success of offenders.

Problem Solving Court

ICJI recommends problem solving courts consider the following elements that have shown to be successful.

- Focus program resources on high risk individuals
- Employ individualized and adaptable approaches
- Include elements of sanctions as well as rewards
- Coordinate participant assessment, referrals and progress reports for access and review by staff
- Ensure proper treatment and services are available
- Demonstrate program integrity through full implementation

Drug Prosecution & Court Programs

The prosecution of drug and violent offenders should include elements of law enforcement in partnership with the prosecution and, when applicable, aggressive prosecution of offenders. Programs are encouraged to give consideration to the following:

- Provide prosecutors tools to pursue justice through vertical prosecution, protocols for increased prosecutorial presence, authority to cross jurisdictions and establish specialized prosecution units
- Foster partnerships with appropriate stakeholders for drug and violent crime offenders
- Focus on reducing recidivism; significant focus should be on high-rate violent offenders
- Optimize case administration effectiveness and efficiency

Juvenile Detention Alternatives Initiative (JDAI)

The purpose of JDAI is to reduce the number of unneeded juvenile detentions while not creating a risk to public safety. ICJI recommends that programs interested in becoming a JAG supported JDAI county commit to following these steps:

- Collect accurate information regarding the current juvenile justice system through quantitative analyses, system analyses (detention policies and procedures), conditions analyses (conditions of confinement), and cost analyses to show a clear picture of detention caseloads, procedures, policies, and conditions
- Identify and articulate local juvenile detention goals (visit the JDAI Help Desk at www.jdaihelpdesk.org)
- Define reform strategies based on data analysis
- Identify the cost of reforms, resources needed, and barriers to reform
- Finalize and draft the action plan.

Statewide Criminal Justice Data Sharing, Technology and Training

The ICJI promotes information sharing initiatives at the state level that will improve efficiency and training programs which are conducted efficiently and without unnecessary variation to narrow the audience. The agency encourages statewide data sharing and technology to:

- Develop a comprehensive plan for the process, including dates and deliverables
- Explain and ensure widespread commitment to the initiative
- Properly train stakeholders and user on the initiative
- Clearly define performance measures
- Ensure the efforts and technology comply with all federal and state standards
- Reduce costs and implement in stages where possible
- Outline a clear sustainability plan

Training programs are encouraged to:

1. Clearly document the need for training and specify how it will increase the ability, efficiency or effectiveness of the agency in meetings its goals
2. Consider a range of possible trainers that can provide the training needed
3. Take advantage of economies of scale where possible by combining agency trainings
4. Minimize costs by taking a train the trainer approach
5. Evaluate the training

V. MATCH

The match requirement for 1st year and 2nd year applicants will be waived. All other programs must follow the match schedule listed below not to exceed a 50% match. State agencies who have not matched in the past will not have a match requirement.

3rd year – 40% match
4th year – 50% match

Federal funds awarded to sub-recipients may not cover more than the total cost of the project less the match amount designated above. The applicant must identify the source of the non-federal portion of the total project costs and explain how the match funds will be used in the budget narrative section of the application. If a successful applicant's proposed match exceeds the required match amount, the match amount that is incorporated into its approved budget is mandatory and subject to audit. (Match is restricted to the same uses of funds as is allowed for the federal funds). Applicants may satisfy the match requirement with cash, in-kind services or program income funds. The formula for calculating match is:

Match Formula:

1. $(\text{Total Federal Funds Portion} / \text{Federal Percentage}) - \text{Federal Total} = \text{Subgrantee Required Match}$
2. $\text{Total Federal Funds Portion} + \text{Subgrantee Required Match} = \text{Total Project Cost}$

Example:

A subgrantee is awarded \$100,000 in federal funds and is required to match 40%.

1. $(\$100,000 / .60) - \$100,000 = \$66,667$
2. $\$100,000 + \$66,667 = \$166,667$

VI. INELIGIBLE ACTIVITIES AND BUDGET ITEMS

A. Ineligible activities and cost items include, but are not limited to, the following:

1. Food and/or beverages (exception only when utilizing confidential funds and the applicant has received prior approval; see Purchase of Services below).
2. Lobbying.
3. Fundraising activities.
4. Weapons and/or accessories.
5. Vehicles.
6. Fuel.
7. Ammunition (lethal or less-lethal).
8. Electronic Immobilization Devices ("EID").
9. Construction or renovation costs.
10. Acquisition cost of real estate property.
11. Military type equipment.
12. Repair and maintenance for equipment obtained through the DoD program.
13. Canines and related expenses.
14. Restitution payments.
15. Fines and penalties.
16. Entertainment expenses.
17. Bonuses or commissions.
18. Calculation and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Check with the Indiana Department of Administration at <http://www.in.gov/idoa/>

19. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.
20. First Class travel.
21. Indirect costs – all costs associated with funding requests shall be clearly identified.
22. Purchase of services (“P/S”) (entertainment, meals, beverages) utilizing confidential funds unless authorized by ICJI.
23. Pre-agreement costs.
24. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.
25. General salaries and personnel costs are allowable; overtime cannot exceed **10 percent** of the personnel budget.
26. Funds may not be expended or obligated prior to January 1, 2013.

B. Annual A-133 Audit Requirement

If your agency received less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (***Note:** Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*) All A-133 audits must be submitted to ICJI no later than 9 months after the end of the agency fiscal year.

C. Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

VII. ACTIVITIES AND BUDGET ITEMS REQUIRING SPECIAL PRE-APPROVAL

A. Conference Costs

Any planned and approved conferences or trainings must abide by the Office of Justice Programs policy on conference cost, including related expenses for lodging and transportation for planned conferences. Costs for conference cannot include any items listed above as ineligible activities and budget items. Visit <http://www.ojp.gov/funding/confcost.htm> for the most updated and current information.

B. Contracts & Consultants

When a Sub-grantee contracts for work or services, the following is required:

1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the contract period.
2. A copy of all written contracts for contractual or consultant services shall be attached in Egrants to the grant file upon their ratification.

3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.
4. Any contractor costs exceeding those allowable by the OJP Financial Guide (maximum of \$56 per hour or \$450 per day) must be approved by ICJI prior to the start of the grant. Applicants must provide an explanation and documentation of any costs exceeding the allowable rates.

VIII. CONTRACT & APPLICATION REQUIREMENTS

All applicants awarded a grant from ICJI must agree to the following:

1. Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the applicant agency and agree to abide by all provisions of the MOA.
2. Enter into agreement to abide by all Special Conditions detailed in the Indiana Criminal Justice Institute Certified Assurances and Special Conditions.
3. Submit all reports in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute (see Section XIV).
4. Applicants must submit quarterly performance measures as listed in the Special Conditions provided upon approval of the proposal.
5. Comply with federal guidelines contained in the OMB Circulars found at <http://www.whitehouse.gov/omb/circulars/> and the OJP Financial Guide found at <http://www.ojp.usdoj.gov/financialguide/index.htm>
6. Report on the funding you receive to be in compliance with the Federal Funding Accountability Transparency Act (FFATA). All grantees receiving federal funds must begin reporting on the grant-funded activities if they receive \$25,000 or more in federal funds per grant. You are required to provide your DUNS number, award amount and date, project description and location of the funded work, on the form provided in your grant award packet from ICJI. This information will be posted to a dedicated web site, USASpending.gov.

IX. SUBMISSION OF PROPOSAL

Completed applications and all required documentation are to be submitted to Egrants no later than **11:59 pm on August 15, 2012**. Please note that original signatures are not required due to online submission of the grant application.

X. AWARD PERIOD

The award period for the 2013 JAG grant shall be January 1, 2013 – December 31, 2013. Projects **should** begin on January 1, 2013 and **must** be in operation no later than 60 days after January 1, 2013. Failure to have the funded project operational within 90 days from January 1, 2013 will result in the cancellation of the grant and the de-obligation of all awarded funds (per the OJP Financial Guide). Projects must conclude no later than December 31, 2013. Funding obligations must be made **prior** to December 31, 2013, project income must be spent, all outstanding expenses must be paid and the Final Financial Report filed with ICJI within no more than **45** days from December 31, 2013.

XI. SELECTION PROCESS

The staff of the Drug & Crime Control Division of ICJI will conduct an initial screening of the proposal to check for completeness of the application. The staff will then review each proposal and score the proposal using the following scale:

Main Summary & Priority Area	10 pts
Problem & Goals Statements	12 pts
Problem Analysis	15 pts
Program Description	25 pts
Proof of Evidence-Based Program	9 pts
Program Objective and Output Metrics	20 pts
<u>Budget Detail & Narrative</u>	<u>9 pts</u>
Total Score	100 pts

XII. AWARD NOTIFICATION

Applicants will be notified of the Drug and Crime Control Sub-committee funding recommendations prior to the September 21, 2012 ICJI Board of Trustees meeting. Applicants awarded JAG grants will be notified electronically within fourteen calendar days from the ICJI Board of Trustees meeting. Grant Agreements will be mailed within thirty days from the ICJI Board of Trustees meeting. The Grant Agreement and Award Letter, **with original signatures**, must be returned to ICJI as per enclosed instructions. Applicants may be required to submit a revised budget upon request from the Program Manager. Upon the approval of the Grant Agreement, Grant Award Packets will be provided to the applicant agency.

XIII. MONITORING

All grant awards will be monitored by the Drug & Crime Control Program Manager using a combination of desk reviews and site visits. Additionally, the Program Manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed, which may include change requests.

XIV. QUARTERLY FINANCIAL AND PROGRAMMATIC REPORTING

JAG subgrantees are required to submit quarterly programmatic reports via the Bureau of Justice Assistance's Performance Measurement Tool (PMT). The PMT can be accessed at <https://www.bjaperformancetools.org/>. This will also be discussed at the 2013 Drug & Crime Control Grant Trainings. Additional quarterly performance measures, narrative reports and financial reports should be submitted as directed into Egrants. Additional reports requirements are subject to change at any time for any reason.